Maine Ethics Commission E-Filing Instructions

HOW TO RETURN A FILED CONTRIBUTION

When you log into the e-filing system, the first page you will see is your home page. On this page you can choose what action you would like to perform in the action menu. You can also see a schedule of upcoming reports.

Q: What is a "Filed Contribution?"

A: It is a contribution that is in a report that you have already filed.

IMPORTANT REMINDER

Whenever you make a change to a filed contribution, you will have to file an amended report.

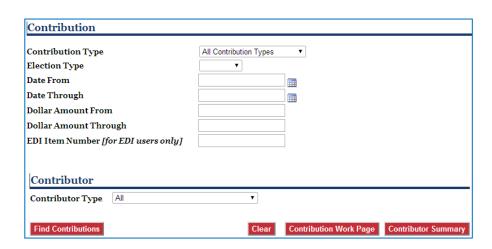
When you are finished making all the changes:

- 1. Click on the **VIEW/FILE REPORTS** tab at the top of the screen.
- In the Filing History table, find the report that contains the contributions you amended.
- Click the **AMEND** link next to the report name.

Step 1: Click on the **AMEND A FILED CONTRIBUTION** button in the action menu on your homepage.

1	What do you want to do today?									
J	Enter a Contribution	File a Report	Enter an Expenditure							
	Amend a Filed Contribution	Search Transactions	Amend a Filed Expenditure							
J	View / Amend an Unfiled Contribution		View / Amend an Unfiled Expenditure							
	Enter / Amend a Loan		Enter / Amend a Debt							

Step 2: You have two options to find the contribution you want to amend, delete or return. You can simply click the **FIND CONTRIBUTIONS** button to get a list of all your contributions, or you can also use the search criteria to find a specific type of contribution.



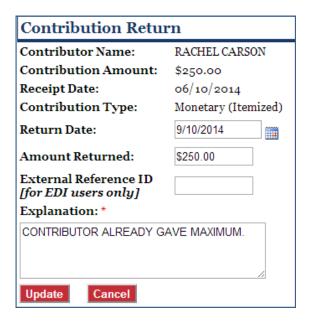
Step 3: When you have a list of contributions, select the action you want to take by clicking on **AMEND**, **DELETE** or **RETURN** for the contribution you want to change.

Contributor	<u>Contributor</u> <u>Type</u>	Contribution Type	Election	<u>Receipt</u> <u>Date</u>	<u>Amount</u>	Offset	<u>Amended</u>			
ABIGAIL ADAMS	Individual	Monetary (Itemized)	General	09/10/2014	\$250.00	No	No	Amend	<u>Delete</u>	Return

HOW TO RETURN A FILED CONTRIBUTION (cont.)

HOW TO RETURN A CONTRIBUTION

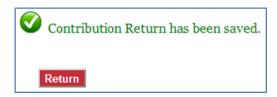
Step 1: After clicking **RETURN**, the original contribution is displayed on the screen and you can enter the amount returned and the date of the return. An explanation for the return is required.



When you make a change to a filed contribution, you will have to file an amended report.

Remember!

Step 2: Click **UPDATE.** You will get a message to confirm that the return has been saved.



Step 3: Click the **RETURN** button. You will be able to review the returned contribution in the list of unfiled contributions.

Contributor	<u>Contributor</u> <u>Type</u>	<u>Contribution</u> <u>Type</u>	Election	<u>Receipt</u> <u>Date</u>	<u>Amount</u>	Offset	Amended			
RACHEL CARSON	Individual	Returned Contribution - CONTRIBUTOR ALREADY GAVE MAXIMUM.	General	09/10/2014	(\$250.00)	No	No	Amend	<u>Delete</u>	